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OFFICE OF CENTRAL REFERENCE

SUBJECT: Retirement of Records to the Agency Records Center and their recall for current use.

I. The instructions outlined below will be followed when retiring inactive OCR records to the Agency Records Center:

A. MATERIAL OTHER THAN TOP SECRET

1. Supplies of the following forms may be obtained from the Building Supply Office or from the OCR Records Management Officer (Ext. 2312)

a. Form No. 140, Records Retirement Request. Part I of this form will be completed by the retiring office. An original and three copies will be forwarded to OCR Records Management Officer.

(1) Job Number. A job number is required for each separate group of records being retired. This number may be obtained from the OCR Records Management Officer.

(2) Description of File Series. Insert a brief description of the records being retired. This description will be taken from the approved records control schedule and will include the schedule and item numbers, record series title and description, and the inclusive dates of records being retired.

b. Form No. 140a, Records Shelf List. The use of this form is optional. It should be used when the retiring office wishes to have a more detailed listing of the material being retired than is indicated on Form No. 140. When it is used, it should identify the contents of each container by listing the subject or title of each folder or document contained therein. An original and one copy will be forwarded to Administrative Staff with Form No. 140.

c. Form No. 14, Records Storage, Box Label. One label should be attached to the upper left corner of the small end of each container. The number of each container and its relation to the total number of containers will be indicated on each label, e.g., 1 of 5, 2 of 5, etc.

2. Corrugated, fiberboard containers, measuring 15" X 12" X 10" will be used for the retirement of legal or letter size records. Each container holds one cubic foot of material, or one half of the contents of a legal size safe drawer. Unassembled containers can be obtained from the Building Supply Officer. To assemble the containers, secure the bottom with 3" paper tape that can also be obtained from the Building Supply Officer.

3. Records should be placed in the containers in the same order in which they have been arranged and maintained in the file cabinets. Do not pack the containers too tightly.

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4. After the containers have been packed, they should be sealed and placed with the outgoing mail for pick up by the couriers for delivery to the Agency Records Center. It is important that these containers be ready before last pick up of the day in order that they may be stored in a secure area overnight.

5. Special arrangements for the packing of odd size material such as maps or card size records will be made with the Area Records Officer.

B. TOP SECRET MATERIAL

1. Top Secret material in OCR normally will not be retired to the Agency Records Center. In those cases where it is necessary or desirable to retire Top Secret material which is integrated with material of a lower classification in a file series, special arrangements will be made with the OCR Records Officer to retire this series.

II. Recalling records from the Agency Records Center or requesting information from or about a document can be expedited by observing the following procedures:

A. ROUTINE REQUESTS. Use Form No. 490, Records Center Service Request (available in the Building Supply Office) for all routine requests for documents from the Records Center. Follow instructions on the form for completing and send by courier to "Records Center". Routine requests are serviced promptly and documents are normally supplied within twenty-four hours.

B. URGENT REQUESTS. If documents at the Records Center are needed within a few hours, special service is available to handle urgent requests. Call Ext. 8311 and furnish the same information requested on Form No. 490. Also state the time that you need the documents. This information will be immediately relayed to the Records Center and documents will be forwarded on the next courier run. Expediting this type of request places extra demands on courier personnel, center personnel and the communication system, so it is desirable that this procedure be used only when need of documents is urgent.

C. INFORMATION REQUESTS. When a requestor wants information from or about a document in the Records Center forward the request on Form No. 490 or call Ext. 8311, depending on the urgency of the request.